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***Health Services***

***MEDICAL LIBRARY***

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(Colonel Susan Thornell)

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This instruction implements Air Force Policy Directive 41-1, *Health Care Programs and Resources*. This instruction establishes policies and procedures for the management of the Medical Library. It applies to all personnel assigned, attached, or under contract to the 59th Medical Wing (MDW). This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the office of primary responsibility using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

***SUMMARY OF CHANGES***

This publication has been revised. This rewrite of 59 MDWI 41-134 includes updated program policies and services.

**1. Program Policies.**

1.1. All personnel assigned to the 59 MDW or San Antonio Military Medical Center are authorized to use the virtual or physical Medical Library. The virtual library is available 24/7, with some exceptions for maintenance and upgrades. Patients and visitors may use the physical library, but do not have borrowing privileges.

1.2. The physical library is open from 0715 to 1630 Monday through Friday except for federal holidays and is accessible after normal duty hours to 59 MDW staff with a bar-coded

badge. The Virtual Library has two components: 1) the Air Force Medical Service (AFMS) Virtual Library, located on the KX website; and 2) the 59 MDW Virtual Library, located on the 59 MDW SharePoint site.

1.2.1. The AFMS Virtual Library is accessible worldwide to all AFMS Airmen.

1.2.2. The 59 MDW Virtual Library is accessible to members with an active 59 MDW network account.

1.3. Printed material and audiovisuals are available for loan. Unbound journals do not circulate. Temporary personnel may borrow items for one week. Loan periods are renewable, but are subject to recall if needed by others. After one renewal, the item must be returned to the library.

1.4. Overdue notices are sent when library materials are not returned on time. Three notices are sent to the borrower. The final notice is sent to the supervisor. Lost or damaged materials must be replaced or reimbursed by the borrower.

1.5. A complete inventory of all books and audiovisuals is accomplished annually. Any item missing from the inventory will be documented, tracked and reported to the Chief of Library. If the item is not found, after the second inventory, the Chief of Library will make a recommendation to have the item removed from the catalog.

1.6. Requests for new materials (electronic or printed) are evaluated within the scope of the collection and fiscal resources.

1.6.1. Commercial databases are ordered or renewed yearly; subscriptions usually begin with the new calendar year. The library does not buy books or journals for permanent loan to offices, departments, etc.

## **2. Services.**

2.1. The library aids in identifying requirements and recommends the purchase of information to support the work of AFMS Airmen. This includes electronic, commercial, online full-text journals and books, and a small, limited, physical collection of books and journals to supplement the virtual collection. Literature searches for patient care, education, and research are completed by the library staff. Orientations to library services (physical and/or virtual) are provided upon request.

2.2. The library participates in national interlibrary loan programs for sharing resources. Since many libraries charge for this service, the library reserves the right to evaluate requests in terms of fiscal resources.

2.3. The library supports the AFMS and provides journal articles and literature searches to all AFMS Airmen, regardless of station or assignment. The library is also responsible for identifying requirements and recommending the purchase of the content of the AFMS Virtual Library, funded through the Air Force Medical Support Agency, or Defense Health Agency.

2.4. Copiers and computers are available for library customers.

SCOTT C. SUCKOW, Colonel, USAF, MSC  
Administrator

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 41-1, *Health Care Programs and Resources*, 15 April 1994

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFMS**—Air Force Medical Service

**MDW**—Medical Wing